

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140159-7

DDSD/OTR/ISS - 32

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Agency Training Record - By Service Designation(Supplement)

2. TYPE OF REPORT
☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
 LOGISTICS ☐ SECURITY
 MEDICAL ☐ FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

53

7. FORMAT (memorandum, form computer print-out, etc)

Computer print-out

8. ADP PROCESSING

☒ YES IF YES GIVE ADP PROCESSING NO.
☐ NO 601K

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
 OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
 (Same as 601E)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
950 x 3 x 1									

B. COSTS OF COMPUTER PRODUCED REPORTS

950 pages x 3 copies x 3¢ a page x 1 times a year=	\$85.50
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TOTAL COSTS PER YEAR

\$85.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an annual supplement. First run in 1968 with data from 1948 to 1968. Each year after is supplement to this. HR

25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0 STAT

16. DATE OF INVENTORY

9

OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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(22-36-43)